



Santa Cruz Consolidated Emergency Communications Center

495 Upper Park Road
Santa Cruz, California 95065
(831) 471-1000 Fax (831) 471-1010

Michael J. McDougall
General Manager

9-1-1 FIRE
POLICE
MEDICAL

COMMUNICATIONS OPERATIONS LAW ENFORCEMENT POLICY

Policy No. 4530
Date Issued: June 1, 1996
Date Revised: March 12, 2001

APPROVED: Stewart R. Beller
Chairperson, Law Enforcement Users Subcommittee

APPROVED: Michael J. McDougall
General Manager, SCCECC

SUBJECT: STOLEN VEHICLE ENTRIES

1.0 Responsibility

1.1 It is the responsibility of each law agency to ensure all necessary entries into the Stolen Vehicle System (SVS) are made in a timely manner in accordance with the CJIS Manual. When entry information is received by Records personnel from field personnel, it is the responsibility of Records personnel to make such entries. The time the report was taken by field personnel does not determine who is responsible for the entry.

1.2 Under normal conditions, it is the responsibility of NetCom to make all necessary entries into the Stolen Vehicle System (SVS) when Records personnel are not on duty or available to make such entries.

1.3 It is the responsibility of the officer assigned to the report to forward all necessary information in order to make the SVS entry to the appropriate personnel as described above.

2.0 Entries Made by NetCom

2.1 After all necessary information is received from the assigned officer, NetCom will enter the vehicle into the Stolen Vehicle System (SVS).

- 2.2 When radio traffic permits, officers may relay the necessary information regarding the stolen vehicle to the dispatcher via the appropriate radio channel.
 - 2.2.1 Information regarding a stolen vehicle (waiver signed) that has just occurred (within the last 15 minutes) should be relayed to the dispatcher by the officer via the radio. The dispatcher will log all necessary information and make the stolen vehicle entry as soon as possible. A BOL should be broadcast as appropriate and in accordance with Policy No. 4345 (Be on the Lookout "BOL" Broadcasts).
 - 2.2.2 Officers will fax a copy of the vehicle report form (CHP 180) to NetCom prior to going off duty for that day. NetCom will attach all CLETS printouts relating to the stolen vehicle to the vehicle report form facsimile.
 - 2.3 Officers may relay the necessary information regarding the stolen vehicle to NetCom via telephone.
 - 2.4 Officers may fax a copy of the vehicle report form (CHP 180) to NetCom in order for the SVS entry to be made. This information should be faxed by the officer as soon as possible.
 - 2.5 NetCom will only use the information relayed by the assigned officer via radio, telephone, or fax to make the appropriate entry. Dispatchers will clarify any information that is not clearly understood prior to making an entry into SVS.
- 3.0 Information Necessary for Stolen Vehicle Entries
- 3.1 All stolen vehicle entries will include the vehicle make (VMA), model (VMO), style (VST) and license plate number and/or VIN (vehicle identification number). All entries will be made in accordance with DOJ standards and codes.
 - 3.2 The entry level (ENT) will be 2.
 - 3.3 The dispatcher making the stolen vehicle entry will double check the SVS response. It should read **ENT/ON CALIF AND NCIC FILES**. If it reads **ENT/ON CALIF FILE ONLY**, the dispatcher will check the entry to make sure the vehicle make, model, style and VIN number have been entered correctly. If all criteria were entered properly and the entry only went to CLETS (**ON CALIF FILE ONLY**), a copy of the printout must be forwarded to the Operations Supervisor for review.
- 4.0 Stolen Vehicle Locates and Recoveries
- 4.1 NetCom will enter all stolen vehicle locates and recoveries when the stolen vehicle has been released to the owner at the scene. Officers will relay all

necessary information to the dispatcher via radio when a stolen vehicle has been recovered and is being released to the owner at the scene. The dispatcher will make the necessary entry (locate or clear) immediately.

- 4.2 Under normal conditions, it is the responsibility of NetCom to enter all necessary locates and recoveries into the Stolen Vehicle System (SVS) when Records personnel are not on duty or available to make such entries.
- 4.3 It is the responsibility of the officer assigned to the report to forward all necessary information in order to enter the locate or recovery to the appropriate personnel as described above.
- 4.4 NetCom will enter a locate or clear (as appropriate) on recovered stolen vehicles as soon as all necessary information has been received. A locate will notify the reporting agency that the stolen vehicle has been recovered.